

**Minutes of the
Comprehensive Development Plan Advisory Committee**
Thursday, May 12, 2005

Keith Henderson, Chairperson, called the meeting to order at 4:05 p.m.

Committee Members

Present (Name and Municipality):

- Keith Henderson, Chairman, Town of Brookfield
- Jeff Herrmann, Towns of Genesee and Oconomowoc
- Barb Holtz, Town of Mukwonago
- Colin Butler, Town of Ottawa
- Bill Biersach, Village of Chenequa
- Paul Craig, City of Delafield
- Doug Koehler, City of Waukesha
- Dan Ertl, City of Brookfield
- John Fellows (attending for William Freisleben), Village of Menomonee Falls
- Walter Kolb, Waukesha County Park and Planning Commission
- Bruce Kaniewski, Towns of Waukesha and Village of North Prairie
- Marilyn Haroldson, Town of Merton
- Donald Wiemer, Village of Oconomowoc Lake
- Rebecca Finn, Village of Elm Grove
- Brian Turk, Towns of Delafield and Vernon
- Roland Tonn (attending for Rob Seversin), City of Oconomowoc
- Chuck Nichols, Village of Pewaukee

Committee Members

Absent (Name and Municipality):

- Representative of the Village of Big Bend
- Bart Zilk, Village of Dousman
- George Stumpf, Village of Lac La Belle
- Wallace Thiel, Village of Hartland
- Larry Plaster, Village of Butler
- Harlan Clinkenbeard, City of Pewaukee
- Nancy Anderson, SEWRPC
- Jeffrey Musche, Town of Lisbon
- James Siepmann, Town of Summit

Others Present:

- Dale Shaver, Director, Waukesha County Department of Parks and Land Use
- Richard L. Mace, Parks and Land Use – Planning and Zoning Manager
- Kathy Moore, Parks and Land Use – Senior Planner
- Sandy Scherer, Parks and Land Use – Senior Planner
- Jerry Braatz, U.W. Extension
- Brian Paff, Town of Vernon
- Gary Lake, Town of Brookfield
- Scott Gosse, Village of Pewaukee
- Evan Teich, Village of Sussex

- Kathy Wilson, Town of Mukwonago

Public Comment

None.

Approval of March 3, 2005 Minutes

- *Mr. Ertl moved, seconded by Ms. Haroldson and carried unanimously, for approval of the March 3, 2005, Minutes.*

Discussion of Comprehensive Planning Grants and Grant Responsibilities – Joanna Schumann, Grant Administrator, Wisconsin Department of Administration

Mr. Shaver indicated that this item was withdrawn from the agenda at the request of the Wisconsin Department of Administration based on action of the Legislative Joint Finance Committee on May 11th.

Status of Public Participation Plan Adoption

Mr. Shaver asked the Committee members to forward him a copy of the Resolution relating to each municipality's Public Participation Plan. A member of the Committee asked, of the Resolutions received, has the model resolution, provided by the County been followed? Mr. Shaver replied, for the most part, "Yes". However, one of the Town's had previously adopted a version of a Public Participation Plan, prior to formally becoming a part of the process. There have been discussions with the Town and Town Attorney and if their Resolution was adopted to meet the intent of the Statute, it is acceptable. However, Mr. Shaver would still like a copy of each municipality's Resolution. There have also been discussions regarding the addition of specific items regarding the individual municipalities, which is also acceptable.

Discussion of Draft Glossary of Terms to be Completed Through Planning Process

Mr. Shaver said referring the "Definitions of Commonly Used Land Use Planning Terms" handout, that it continues to be a "work in progress". He suggested the Committee utilize the terms/definitions while creating the Chapters of the Plan and updating the glossary of terms as the plan preparation process continues. He asked if there were any comments? A member of the Committee asked if comments should be submitted to Mr. Shaver to be compiled into one document? Mr. Shaver replied, "Yes", however send them directly to Mr. Braatz. A member of the Committee asked if the edits could be italicized in order to see the difference? Mr. Shaver replied, "Yes" that the changes could be tracked.

Amend Planning Timetable for the Agricultural, Natural and Cultural Resources Committee and the Economic Development Committee

Regarding the creation of the Subcommittee's, the first meeting would be devoted to introducing the members to one another, explaining the concept of the Comprehensive Plan and discussing the Scope of Study for the Subcommittee. At the second meeting, the start of their Chapter would be distributed, including the introduction to the element, draft planning standards, the layout of the outline for the rest of the Chapter and informational topics with presentations including overviews. By the third or fourth meeting, a draft chapter would be brought back to the Subcommittee. He explained that some Subcommittees may only be together for three meetings before their draft chapter is completed.

Mr. Shaver distributed a handout regarding the Year 2005 activities for the comprehensive planning project, including a detailed timetable. He noted that the next Comprehensive Development Plan Advisory Committee meeting would be sometime in August. By that time, the edited Chapter 1 should be completed and the draft Chapters 2 and 4 should also be completed. During summer 2005, the Subcommittee of the Advisory Committee will work on the details of the Public Participation Plan. He added, by mid December,

a draft Chapter 3 would be presented to the Committee. Mr. Shaver asked how involved the Committee would like to be in formally adjusting the timetable? Chairperson Henderson felt it could be deferred to the Staff to update the timetable. Mr. Shaver clarified that minor adjustments could be made by the Staff, however, if there is a significant change due to an issue it should be brought back before the Committee. The Committee agreed.

Mr. Kolb moved, seconded by Mr. Butler and carried unanimously, for approval, to amend the planning timetable for the Agricultural, Natural and Cultural Resources and the Economic Development Committees.

Discussion of Draft Chapter 1

A member of the Committee asked if the list of items under Comprehensive Development Plan Outline, Community Facilities Utilities Element has been completed or is it going to be completed? Chairperson Henderson replied that it would be completed. Mr. Shaver added that the Committee may have to come back to Chapter 1 at the end of the process and make sure nothing has been changed. He pointed out that any comments regarding the Chapter could be submitted to Mr. Braatz. He added that SEWRPC submitted suggested edits to Chapter 1, which will be incorporated and some Committee members have also submitted changes. He referred to Table 1, entitled "Land Use, Master, and Comprehensive Plans Prepared by County and Local Governments in Waukesha County as of 2004 on Pages 2 and 3 and noted it will also need to be updated at the end of the process. When the County amends its Development Plan on an annual basis, information must be incorporated into the County Development Plan, specifically those plans which have been adopted or changed by a City or Village. A member of the Committee asked if edits are being received from various sources and incorporated into the text of Chapter 1 without the Committee's review or if any of the edits are influencing subsequent chapters without the Committee voting on them, and should the Committee be providing direction for the edits? Mr. Shaver replied that by the mid-August Committee meeting, a draft of Chapter 1 would be available for review. He urged the Committee to provide any comments or edits before then so they could be voted on at the August meeting. Mr. Mace asked that the municipalities keep the Planning and Zoning Division Staff informed regarding planning activities (amendments, revisions to plans, etc.) and copies of updated plans should be provided to the Staff for reference. Mr. Butler expressed concerns regarding the text in Chapter 1 and the entire document. He asked that the text be kept as short and crisp as possible to avoid redundancies. Mr. Ertl said the text should be straightforward and technically competent due to professionals who will utilize the document to make recommendations based upon the standards.

Ms. Finn volunteered to be a member of the Subgroup of the Advisory Committee to work on the details of the Public Participation Plan.

Next Meeting Topics and Date

The next meeting will be held Thursday, August 18, 2005, at 4:00 p.m. in Forest Room at the Retzer Nature Center.

Possible Topics for review:

- Approval of Chapter 1 and possibly Chapters 2 and 4
- Discussion of Comprehensive Planning Grants and Grant Responsibilities – Joanna Schumann, Grant Administrator, Wisconsin Department of Administration

There being no further business to come before the Committee, Mrs. Holtz moved, seconded by Mr. Turk to adjourn at 5:10 p.m.